

HEADQUARTERS UTAH NATIONAL GUARD
Office of the Adjutant General
Draper, UT 84020-9286

UTAH NATIONAL GUARD CIRCULAR
NUMBER 350-1

06 October 2003

OFFICER CANDIDATE SCHOOL
This Circular will expire on 01 October 2005

This circular contains administrative guidance for preparing and submitting an application for Officer Candidate School within the Utah Army National Guard.

1. Purpose	2
2. General	2
3. Program of Instruction (POI)	2
4. Payroll procedures	2
5. Eligibility	2
6. Application procedures	3
7. Rank	3
8. Medical	3
9. Physical fitness	3
10. Test scores	3
11. Education	4
12. Age	4
13. Security clearance	4
14. Prior military training	4
15. Service requirements	4
16. Waivers	5
17. Clothing and equipment	5
 A-1. Application packet	 6
B-1 – B-3. Annex B Request for waivers	7
Sample request for prior conviction waiver	8
Sample request for age waiver for 30-35 years old	9
Sample request for age waiver for 35-40 years old	10

1. PURPOSE.

The purpose of this circular is to outline the prerequisites and requirements for attendance at the Utah Army National Guard (UTARNG) Officer Candidate School (OCS).

2. GENERAL.

The UTARNG OCS program is taught by the 2nd Battalion, 640th Regiment, Regional Training Institute (RTI) at Camp Williams, Utah. The purpose of OCS is to produce quality second lieutenants for Utah Army National Guard. The program follows the Program of Instruction (POI) established by the United States Army Infantry School (USAIS), and is fully accredited. Officers commissioned from the UTARNG OCS program are federally recognized as officers in the United States Army.

3. PROGRAM OF INSTRUCTION (POI).

An officer candidate has a choice of two Fast Track programs of instruction. These programs consist of a three month preparatory "zero" phase taught during drill weekends at Camp Williams, UT, followed by a nine week program taught at another installation. Every year there is a January Fast Track program taught in FT. McClellan (Alabama), and a June Fast Track program taught in Camp Meade (South Dakota) and FT. Lewis (Washington). Following is an approximate breakdown of the phases:

- | | |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Phase 0 | <u>Three MUTA 4 weekend drills</u>
- Orientation and preparation for Phase I
- Camp Williams, Utah |
| Phase I | <u>Active duty period, 14 days</u>
- Individual and squad level training
- FT. McClellan, Alabama (January class)
- Camp Meade, South Dakota, upon completion remain at Camp Meade for Phase II (June class) |
| Phase II | <u>Active duty period, 28 days</u>
- Squad and platoon level training
- FT. McClellan, Alabama (January class)
- Camp Meade, South Dakota, upon completion travel to FT Lewis, WA for Phase III (June class) |
| Phase III | <u>Active duty period, 14 days</u>
- Platoon Level Training
- FT. McClellan, Alabama (January class)
- Fort Lewis, Washington (June class) |

Graduation and commissioning upon completion of Phase III and return to Utah.

4. PAYROLL PROCEDURES.

Candidates will remain on the payroll of their unit, and will not be attached to 640th RTI. The units are responsible to promote candidates to the rank of E6 upon acceptance into the Zero Phase. The RTI is responsible to notify the units that their candidates were accepted into the program and to verify attendance at Zero Phase drills. The RTI will provide the units a split-drill certificate for their candidates.

5. ELIGIBILITY.

Enlisted members and Warrant Officers who are applicants for the OCS Program must meet the qualifications for Federal Recognition as prescribed in NGR 600-100. In addition all applicants must possess the qualifications listed in 10 through 18 below.

6. APPLICATION PROCEDURES.

a. Each applicant must be recommended by his/her company and battalion (or other, as appropriate) commanders. At a minimum, each battalion must establish a Screening Board to interview (in-person) each applicant desiring acceptance into the OCS program. The membership of this board is left up to the battalion leadership. The board must make an assessment of each applicant's suitability for service as a commissioned officer. The board will take into consideration the individual's leadership potential, military bearing, ability to clearly express him/herself verbally and in writing, and motivation to become an officer. Each battalion is free to decide how to best interview the applicants as long as the minimums stated here are met.

b. Once approved by the battalion board, each individual desiring admission into the OCS program must submit an application packet, containing all items listed in Annex A of this circular. It is the individual soldier's responsibility to submit a complete packet containing all required documentation.

c. Applications are accepted at any time. Applications received prior to 01 April of each year will be accepted for the June class. Applications received prior to 01 October of each year will be accepted for the January class. Applications must be hand-carried to Headquarters 640th RTI Student Services with a Transmittal Letter (TL). The applicant's unit of assignment should retain a copy of the signed TL proving that the packet was submitted.

d. The packets will be screened by the 640th RTI immediately upon receipt. Incomplete packets will be held with no further action, pending receipt of missing documents. Incomplete packets will not be returned to the unit. The unit and the soldier will be informed in writing about what documents are still required. Soldiers will not be permitted to begin Zero Phase until their completed packets have been accepted by the 640th RTI.

7. RANK.

Officer candidates attending OCS must hold a rank of SSG or higher. If not already an E6 they must be administratively advanced to E6. Individuals who fail to successfully complete the course will be administratively reduced to the rank held before attendance in the OCS Program. Advancement and reduction (if necessary) are the responsibility of the soldier's unit.

8. MEDICAL.

Applicants must have a current Chapter 2 medical examination dated within 2 years of commissioning. Commissioning for the June class will be at the end of August, for the January class at the end of April. If the physical is going to be older than two (2) years old at the time of commissioning, the soldier must take another physical prior to submitting his/her application.

9. PHYSICAL FITNESS.

a. Candidates must pass the Army Physical Fitness Test (APFT) as per FM 21-20 prior to enrollment. Candidates will take a "for record" APFT during Zero Phase.

b. Candidates must meet height/weight standards IAW AR 600-9.

c. Individuals who do not meet the APFT or height/weight minimum standards at any time during the course may be dismissed from the course prior to graduation. These soldiers will return to their unit, and may choose to reapply for the next OCS class.

10. TEST SCORES.

a. Applicants must achieve a General Technical (GT) Score of 110 or higher on the Armed Forces Aptitude Battery (ASVAB). The GT score must be documented on the individual's 2-1.

b. Applicants who do not have a BS/BA degree must have a qualifying score on an SAT or ACT. A score is considered to be qualifying if it is not older than 10 years, and is a minimum of 850 (for SAT) or 19 (for ACT). The score must be documented on an official statement or results sheet provided by the testing center.

11. EDUCATION.

a. Applicants must be a high school graduate (or equivalent). They must have a minimum of ninety (90) semester hours prior to beginning of Zero Phase. College credits must be documented on an official (not marked "issued to student") transcript from an accredited college or university. Transcripts must be mailed directly from the college to the 640th RTI and must arrive at the RTI in time to be reviewed with the applicant's packet. A packet will not be considered complete without a valid transcript.

b. A demonstrated proficiency in the English language is a prerequisite for OCS. Individuals for whom English is not a native language will be interviewed to ensure they possess sufficient oral and written skills to complete the course. Candidates must understand the technical information presented in the course, and be able to present such information to others.

12. AGE.

a. The minimum age for enrollment in the program is 18 years.

b. The maximum age for commissioning without a waiver is 30 years. The Adjutant General (TAG) of Utah can waive up to the age of 35 years. National Guard Bureau approves waiver requests for candidates between the ages of 35 and 40 years of age.

c. If a candidate will require a waiver at the time of commissioning, a waiver request must be submitted prior to the candidate's admission into the program. A copy of the approved waiver must be enclosed in the applicant's packet.

d. Sample letters of request for an age waiver are provided in Appendix B of this circular.

13. SECURITY CLEARANCE.

Applicants must possess as a minimum an interim SECRET security clearance. The only accepted verification of clearance is a letter from the State Personnel Security Manager (UT-DCSPER). This verification must be included in the application packet.

14. PRIOR MILITARY TRAINING.

Applicants must have completed Basic Training, Advanced Individual Training (AIT) and serve a minimum of one year in a National Guard (or equivalent) unit. The requirement for AIT may be waived by NGB-ATR for the State OCS Enlistment Option.

15. SERVICE REQUIREMENTS.

a. Applicants must have a minimum of two years remaining on their enlistment contract after graduation from OCS. If necessary, he/she must extend the contract. Extensions must be completed prior to applying. Applicants with insufficient time remaining on their contract will not be admitted into the program.

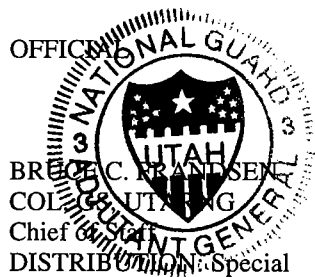
b. It is a commissioning requirement that an applicant is able to complete 20 years of creditable service.

16. WAIVERS.

An applicant must ensure that all applicable waivers are included in the application packet. Waivers may be needed for age, medical reasons, or civil convictions. Packets without approved waivers will not be accepted.

17. CLOTHING AND EQUIPMENT.

- a. Candidates enrolled in the OCS Program are authorized additional sets of uniforms.
- b. Candidates will obtain all their Organizational Clothing and Equipment through the Central Issue Facility (CIF).
- c. When requisitioning OCS clothing units must annotate the requisition "OCS CANDIDATE" to insure issue of proper quantities by USP&FO Utah.



BRIAN L. TARBET
Major General, Utah NG
The Adjutant General

ANNEX A
OCS APPLICATIONS

A-1. APPLICATION PACKET.

An OCS application consists of a packet of forms and documents listed below. Ensure that a Transmittal Letter (TL) accompanies the packet all the way from unit level through appropriate chains of command until it reaches the 640th RTI.

- Cover page with the applicant's name, rank, unit, all appropriate phone numbers (home, work, cell, unit), and name of unit POC.
- Application checklist
- Completed UTRTI Form 351a, dated 1 September 1999 (Typed)
- Letter of intent (LOI) from the application. The LOI must be handwritten on standard 8.5 x 11 paper, and must address the topic of "Why I want to attend OCS".
- Letter of recommendation from unit commander, typed.
- An endorsement of the company commander's recommendation by the battalion (or appropriate next higher) commander, typed
- DD Form 220 (Active Duty Report) or DD Form 214 (Certificate of Release or Discharge from Active Duty) or NGB Form 22 (Report of Separation and Record of Service). A re-enlistment code, if given, must be R-1.
- A certified copy of DA Form 2-1 with ASVAB scores (GT score must be 110 or higher)
- Verification of at a minimum an Interim SECRET security clearance. The only acceptable verification is a letter from the State Personnel Security Manager in UT-DCSPER
- Approved conviction waiver if applicable
- Copy of SAT/ACT score if no Bachelor's (or higher) degree
- Official college transcripts. These transcripts must be mailed to 640th RTI, include an "issued to student" copy with the packet. A candidate must submit a current transcript at the time of application.
- Birth certificate
- Approved age waiver if applicable
- A photo copy of Social Security Card
- A completed, final copy of Chapter 2 physical that will still be current at the time of commissioning (no older than two years).
- A copy of OCS Option enlistment documents, if applicable

ANNEX B
REQUEST FOR WAIVERS

B-1. Waivers may be granted by appropriate authority for age, rank, military training, or civilian convictions.

B-2. All waivers must be approved prior to submitting application for OCS. Documentation of approval must be included in the application packet.

B-3. Sample letter of request for waivers are included in the following Appendices.

Sample Request for Prior Conviction Waiver

UNIT LETTERHEAD

Office Symbol

Date

MEMORANDUM FOR TAG, UTARNG (UT-DCSPER-O), P.O. Box 1776, Draper, Utah 84020-1776

SUBJECT: Request for Waiver - Prior Conviction

1. Request a waiver of a Prior Conviction be granted to: _____.
2. This individual's conduct and character, while a member of this unit, has been above reproach. He has demonstrated the potential to become a fine officer in the Utah Army National Guard.
3. Attached as enclosures are copies of the official court records, court action, judgment rendered and a statement of circumstances from the individual.

Unit commander's signature block and signature

Sample Request for Age Waiver for 30-35 years

UNIT LETTERHEAD

Office Symbol

Date

MEMORANDUM FOR TAG, UTARNG (UT-DCSPER-O), P.O. Box 1776, Draper, Utah 84020-1776

SUBJECT: Request for Age Waiver

1. Request Prospective Officer Candidate _____, SSN _____ be granted an age waiver for commissioning upon graduation from State OCS.
2. He will be ____ years ____ months ____ days of age at the time of commissioning, which is scheduled on or about 1 September _____.
3. This individual has demonstrated the potential to become a fine officer and would be a valuable asset to the Utah Army National Guard. I strongly encourage approval of this waiver request.
4. Point of contact for this action is _____ at _____ .

Unit commander's signature block and signature

Sample Request for Age Waiver for 35-40 years

UNIT LETTERHEAD

Office Symbol

Date

MEMORANDUM THRU TAG, UTARNG (UT-DCSPER-O), P.O. Box 1776, Draper, Utah 84020-1776

FOR Chief, National Guard Bureau (NGB-ARZ-HRP-O), 111 South George Mason Drive, Arlington, VA
22204-1382

SUBJECT: Request Age Waiver for OCS

1. Request Prospective Officer Candidate _____, SSN _____ be granted an age waiver for commissioning upon graduation from State OCS.
2. He will be ____ years ____ months ____ days of age at the time of commissioning, which is scheduled on or about 1 September _____. Request an age waiver IAW NGR 600-100.
3. Prospective Officer Candidate _____ has ____ years of enlisted service, and will be able to complete 20 years of Federal Service before mandatory removal date.
4. This individual has demonstrated the potential to become a fine officer and would be a valuable asset to the Utah Army National Guard. I strongly encourage approval of this waiver request.
5. Point of contact for this action is _____ at _____.

Unit commander's signature block and signature